



#8862

Judicial Assistant

Jefferson County Clerk of Courts is seeking an individual with exceptional organizational skills to provide administrative and general support to circuit court judges and commissioners as well as other court-related personnel. Typical duties include but not limited to: managing judges' calendars, preparing court proceedings notices, monitoring cases, drafting documents and correspondences, and serving as receptionist. Starting wage: \$17.19/hour.

High school diploma with 1-2 years' advanced vocational/technical training in a related field and 3-5 years legal secretarial experience or equivalent required. Paralegal degree and knowledge of circuit court operations highly preferred. Jefferson County Clerk of Courts conducts pre-employment background checks.

Application deadline is noon on September 11, 2015. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549. EOE